



CHANGE OF CONDITIONS APPLICATION

Liberty Lake Planning & Building Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6707 Fax: (509) 755 6713
Website: www.libertylakewa.gov

A PRE-APPLICATION CONFERENCE IS REQUIRED PRIOR TO SUBMITTAL OF THIS APPLICATION. TO SCHEDULE A PRE-APPLICATION CONFERENCE, PLEASE CONTACT PLANNING & BUILDING SERVICES.

APPLICATION - PART 1

ANSWER THE FOLLOWING, AS APPLICABLE (ANSWER N/A IF NOT APPLICABLE)

REQUESTED ACTIONS(S) - Indicate appropriate request:

☐ Minor Modification ☐ Major Modification

APPLICANT 1:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

APPLICANT 2:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant or property owner)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER 2 : (if more than two property owners attach additional info/signature sheets)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

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Single Family Dwellings ☐

Duplexes ☐

Multifamily Dwellings ☐

Manufactured Homes ☐

Commercial ☐

Industrial ☐

Mixed Use ☐

Other ☐ (describe): _____

Proposed Number of Lots / Parcels: _____

Gross Area (acres): _____

Typical Lot Size: _____

Smallest Lot Size: _____

Proposed Net Density*: _____

Minimum Lot Frontage: _____

* Net density is units or lots per acre minus the area public or private right of way, parks, common open space, and any other nonresidential use.

Net Density= Total Lots/(Gross area of site - right of way, parks, common open space, and any other nonresidential use)

Gross density is units or lots per acre.

Gross Density= Total Lots/ Gross area of site

Example: 500 lots on a 150 acre with 30 acres of right of way and parks

Net density = 500 / (150-30) = 4.16 units per acre, Gross density = 500 / 150 = 3.33 units per acre

Is Dedication of Land for Public Use Proposed? (ROADS, PARKS, OPEN SPACE, SCHOOLS): ☐ YES ☐ NO

If Yes, Explain: _____

Utility Companies / Districts to Provide Service to this Proposal

School District: _____

Fire District: _____

Sewer Purveyor: _____

Water Purveyor: _____

Electricity: _____

Gas: _____

Phone: _____

Cable: _____

Proposed Source of Water & Sewage Disposal? ☐ Public system ☐ Other (describe): _____

List Previous Planning Actions Involving Subject Property: _____

Proposed Street Improvements:

☐ Private Driveway (3 lots or less)

☐ Private Road(s)

☐ Public Road(s)

☐ Public R/W w/ Private Access

☐ Arterial Roads

☐ Other (please describe): _____

Name of Public Road(s) Providing Access: _____

Width of Property Fronting on Public Road: _____

Auditor Recording No.(s) of Private Road Easement(s) and Maintenance Agreements Providing Access:

Does the Proposal Have Access to an Arterial or Planned Arterial: ☐ YES ☐ NO

Name of Arterial Road(s): _____

Have You Provided Access to Adjacent Property that is "Land Locked" Without Access to Public Streets?

☐ YES ☐ NO

If No, Explain Why: _____

If You Do Not Hold Title to the Property, What is Your Interest In It? _____

Do You, or the Owner in the Event You Do Not Own This Property, Have Any Plans for Future Additions, Expansions, or Further Activity Related to this Proposal? ☐ YES ☐ NO

If Yes, Explain: _____

What are the Changed Conditions of the Area Which You Feel Make This Proposal Warranted? _____

What Factors Support the Project? _____

What Impacts Will the Proposed Project Have on the Adjacent Properties? _____

What Measures Do You Propose to Mitigate Your Proposal's Impact on Surrounding Land Use? _____

Does the Proposal Site Include or Is It Adjacent to a Water Body?

☐ YES ☐ NO

(EXPOSED STANDING WATER, POND, YEAR ROUND STREAM, RIVER, OR LAKE)

If Yes, List: _____

Does the Proposal Site Have Any Wetlands?

☐ YES ☐ NO

(OPEN WATER, SEASONAL WATER, MARSH AREAS, SATURATED SOILS OR WETLAND PLANTS SUCH AS "CAT TAILS")

If Yes, List: _____

Which Type of Wetlands Exists on the Site? (if applicable) ☐ TYPE I ☐ TYPE II ☐ TYPE III ☐ TYPE IV

If Wetlands Exist, How Close to the Edge of the Wetland Do You Plan to Develop? _____ Feet

Explain: _____

Does the Proposed Site Presently Have Any Fish or Wildlife Habitat?

☐ YES ☐ NO

If Yes, List: _____

Does the Proposed Site Have Critical Areas? (SUCH AS SLOPES OVER 30%, UNSTABLE SOIL OR ROCKS PRONE TO
LANDSLIDES, SEVER EROSION, FLOODING OR OTHERS)

☐ YES ☐ NO

If Yes, List & Explain: _____

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:

☐ **APPLICATION FORM**

Submit completed application on the attached form with all signature blocks completed and non-refundable application fees and associated environmental fees (contact Planning & Building Services for a copy of the current fee schedule). *Acceptance of the application and fees does not guarantee approval of the change of conditions request).*

☐ **AGREEMENT TO PAY FEES**

☐ **COPY OF FINAL PLAT, BSP, ZONE CHANGE, ETC. & ORIGINAL CONDITIONS OF APPROVAL**

☐ **ASSESSOR'S SECTION MAPS**

Submit 2 copies of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc.

Assessor maps are available at the County Assessor's Office and must be current (less than 30 days old) at the time of submittal and stamped by a licensed land surveyor. Platted (1"=200') and range (1"=400') parcel maps must be obtained, as you may need both sets, depending on your property location. The maps are used for legal notification of property owners adjacent to the property (shown in red).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.

☐ **ZONING SECTION MAP**

Submit 1 copy of the official zoning map with the zoning labeled on the property. The zoning boundary shall be stamped by a licensed land surveyor. Copies of official zoning maps are obtainable from the City of Liberty Lake. (The written legal description(s) on the application form and the zoning boundary(s) shown on the map shall coincide).

Note: The property does not have to be surveyed at this time. The map stamped by a licensed land surveyor verifies the written legal description for the subject property is an approximate representation on the map.

☐ **LEGAL DESCRIPTION**

The legal description of the property shall be illustrated on the site plan. The source of the legal description shall be clearly indicated.

☐ **ENVIRONMENTAL CHECKLIST**

☐ **CERTIFICATE OF WATER & SEWER AVAILABILITY**

Submit 1 copy of a signed certificate of water availability from the water purveyor and 1 copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.

☐ **REQUIRED PUBLIC NOTICE** - Planning & Building Services staff will provide you with the preparation instructions at the Pre-Application Conference

☐ **SITE PLAN**

Submit 3 copies of the proposal (11" x 17" minimum) with written legal description and containing:

- a. Scale of drawing & North arrow
- b. Vicinity map
- c. Site area showing property boundaries & dimensions
- d. Width and names of streets adjacent to the site
- e. Existing buildings
- f. Proposed buildings (including exterior decks/balconies) showing dimensions and distance to property boundaries

- g. Height of all structures
- h. Parking areas/ spaces/ driveways
- i. Landscaping
- j. Fencing
- k. Topography of the site
- l. Easement(s) affecting the use of the property
- m. Septic tank, drainfield, and well
- n. Dimensions from proposed structures to the ordinary high-water mark of all water bodies
- o. Location and size of all wetlands
- p. Easement which provides access to the public street
- q. Access, if different from easement

☐ **OTHER EXHIBITS OR APPLICATIONS**

☐ **CONCERNS OR NOTES**

APPLICATION - PART 3

SURVEYOR VERIFICATION

I, THE UNDERSIGNED, A LICENSED LAND SURVEYOR, HAVE COMPLETED THE INFORMATION REQUESTED. THE MAP / SITE PLAN HAS BEEN PREPARED BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF LIBERTY LAKE ZONING / SUBDIVISION REGULATIONS AND THE LAWS OF THE STATE OF WASHINGTON.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF SURVEYOR _____

DATE _____

I, THE UNDERSIGNED, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE AREA PROPOSED FOR THE PREVIOUSLY IDENTIFIED LAND USE ACTION, OR, IF NOT THE OWNER. ATTACHED HEREWITH IS WRITTEN PERMISSION FROM THE OWNER AUTHORIZING MY ACTIONS ON HIS/HER BEHALF.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF APPLICANT OR REPRESENTATIVE

DATE

STATE OF WASHINGTON)
) ss:
CITY OF LIBERTY LAKE)

Notary: Signed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the State of Washington

Residing at: _____

My Appointment Expires: _____

THIS APPLICATION AND ALL SUPPORTING MATERIAL REQUIRED BY THE CITY MUST BE SUBMITTED AT THE TIME OF APPLICATION IN ORDER FOR THE APPLICATION TO BE COMPLETE.

(PLANNING & BUILDING SERVICES OFFICE USE ONLY)

DATE RECEIVED: _____ RECEIVED BY: _____

DATE COMPLETE: _____ FILE NUMBER: _____

TOTAL FEES: _____ RECEIPT NUMBER: _____

ADDITIONAL INFORMATION: _____
